

STATE OF NEW HAMPSHIRE



DEPARTMENT OF JUSTICE

LOCAL LAW ENFORCEMENT BLOCK GRANT
APPLICATION INSTRUCTIONS

I. APPLICATION PROCESS

- * Please mail the original and one copy of the completed application package to:

Mark C. Thompson
Director of Administration
Department of Justice
33 Capitol Street
Concord, NH 03301

- * Please include any and all letters of support for your program with your application package.
- * The review of your application package will focus on the following issues:
 - a. Is the proposed program eligible for funding under the legislative purpose areas?
 - b. How serious is the problem that the program proposes to address? It is incumbent upon applicants to demonstrate that the problem they propose to address is serious. This can best be accomplished by data rather than subjective impressions.
 - c. How sound is the program methodology?
 - d. How will the program help alleviate the problem it is designed to address?
 - e. How valid is the evaluation strategy and how strong a commitment is being made to evaluation?
 - f. How reasonable and cost effective is the proposed budget.
 - g. How was the advisory board involved with the project.
- * Should you have any questions or problems while completing this grant application package, please feel free to contact the Grants Management Unit at 271-7986.

II. APPLICATION COMPLETION

A. COVER PAGE

Please complete the cover page with the appropriate information. Section (b) requests designation of the “Authorized Purpose Area”. New Hampshire’s strategy is concentrated on the following three areas:

Purpose Area #1	Paying overtime to presently employed law enforcement officers and necessary support personnel for the purpose of increasing the number of hours worked by such personnel; and/or Procuring equipment, technology, and other materials directly related to the basic law enforcement functions.
Purpose Area #2	Enhancing security measures in and around schools and in and around other facilities or locations that are a special risk for incidents of crime.
Purpose Area #6	Establishing crime prevention programs involving the cooperation between community residents and law enforcement personnel to control, detect, or investigate crime or the prosecution of criminals.

Please indicate which of the above purpose areas applies to your program as described in this application package.

The Grant Starting Date should be the expected start date of the grant award and the Program Implementation Date should be the expected start date of the grant program. Programs should be implemented within ninety (90) days of the Grant Starting Date.

The names listed on this cover page and the signatures provided on these application package forms should be that of the head of the unit of government, director of the public department or agency, or other person legally authorized to submit and accept grants on behalf of the unit of government or public department.

B. APPLICATION NARRATIVE

The Application Narrative should be sufficiently detailed to address the items listed below, but concise enough to present this information within a format of 5 pages or less. Please see Attachment A for a sample Program Abstract to assist you with the formation of your application narrative.

1. Problem Statement

This section should describe the nature and extent of the problem to be addressed and improvements needed to address the problem. The purpose of this section of the Application Narrative is to develop a clear, concise picture of the problem or gap in services or benefits that will be addressed using grant funds. This section also should describe approaches taken thus far to address the problem. The description of the problem should be supported by an analysis of statistical information and/or other factual information or relevant literature. The sources or methods used for assessing the problem also should be listed and described.

2. Program Description

This section should provide a brief description of the proposed solution to the problem. Rather than restating the purpose area language, it should discuss both the scope and intent of the program and its relationship to the priorities and goals of your strategy. Also, this section should explain the advisory board's membership and its involvement in the project plan.

3. Goals, Objectives, Activities, and Performance Measures

This section should contain a separate discussion of each of the program goals and its accompanying objectives, activities, and performance measures. The goals are general statements of the desired results or outcome of the program. They should address the problem identified in the problem statement. The goals should be generic enough to encompass more than one program and be both realistic and achievable.

The objectives are specific approaches to achieving each of the goals. Objectives focus on the methods that will be used to address the problem; they should be clearly stated, realistic, and measurable. The accomplishment of objectives should result in the achievement of the goals they support.

Activities are performed to accomplish the objectives; they are the key operational elements of the program and must be specific and measurable.

Performance measures are used to determine the impact of the activities. They provide quantifiable information on the status of achievement for each objective. Performance measures clearly indicate whether or not the objective has been achieved, or, using gradations or increments, measure the degree to which the objective has been accomplished.

Within the application narrative, each goal should be presented with all of its accompanying objectives and key activities. Each objective must also be linked to one or

more corresponding performance measures, which must be clearly identified, results oriented, and reasonably attainable.

4. Reporting, Monitoring, and Evaluation Methods

This section of the Application narrative should indicate how your agency will assess the overall program and determine whether the program funded is achieving, or has achieved the program's goals and objectives.

C. BUDGET

Federal Funds for LLEBG programs must be used to supplement, not supplant, existing subgrantee programs and services. LLEBG grants require a matching CASH contribution of 10% of the Total Budget (Total Budget equals the Federal amount requested plus the cash match amount) or take the Federal amount requested and divide that number by 9 (round that figure up to the nearest dollar). Matching funds for LLEBG programs must be supplemental funds or "new money". The source of non-federal match is governed by OJP's "Financial Guide". Generally, cash match may be applied from the following sources: funds from states and local units of government that have a binding commitment of matching funds for programs and projects; funds from the Housing and Community Development Act of 1974; funds contributed from private sources; program income funds from seized assets and forfeitures; or funds otherwise authorized by law. All funds designated as match are restricted to the same uses as the grant funds and must be expended within the grant period. A match must be identified in a manner that guarantees its accountability during an audit.

BUDGET ITEMIZATION:

The numbers in the "Total Budget" column must always be equal to the sum of the "Federal Funds" and "Matching Contribution" columns. The "GRAND TOTALS" must be the sum of the subtotals for the seven sections (A. - G.). When itemizing your funding request within the categories listed below, please be reminded that Federal funds can not be used to replace budget items that are currently funded through existing funding sources. All Federal funds requested must be used for new expenses associated with your grant program proposal.

- A. Personnel: List all job titles for which funds are being requested, showing the total annual salary for the position, the percentage of time for the position that will be spent on LLEBG allowable activities, the amount of salary to be devoted to this program (annual salary x percent time), the amount of federal funds requested for the position for this program, and any other funding for the position for the program.

- B. Fringe Benefits: Itemize fringe benefits (medical coverage, etc.) and show the total cost for the program and the amounts to be contributed by the federal funds and other sources (matching contributions).
- C. Contractual Services: List any consultants or contractual services to be purchased, the number of hours/days to be worked, the hourly/daily rate, the total cost, and the amounts to be contributed by federal dollars and other sources.
- D. Travel: List projected in-state mileage, rate of reimbursement (\$.325 maximum), total mileage cost, and amounts to be contributed by the federal dollars and other sources. Also list any projected out-of-state travel such as conferences.
- E. Facility Cost: List the square footage and the cost per square foot, and show the total cost for the program and the amounts to be contributed by federal dollars and other sources.
- F. Other Costs: This may include items such as postage, evidence, telephone, printing, and office supplies. List each item separately, except that individual supplies need not be itemized.
- G. Equipment Purchases: List any equipment to be purchased or leased and show the total budget and the amounts to be contributed by matching funds.

GRAND TOTALS:

Total each of the three columns. Each of the columns should equal the sum of the Subtotals for the seven budget categories in that column. The "Total Budget" column must equal the sum of the "Federal Funds" and "Matching Contribution" columns.

D. BUDGET NARRATIVE

The budget narrative should provide the justification for the expenses itemized in the budget. For each of your budget categories, provide a brief narrative explaining and justifying the itemized expenses. For example, for the Personnel category, list the personnel, their program job functions, as they relate to the grant proposal, and explain how this personnel time will be additional or new for this grant program proposal. Please remember to include in the narrative a discussion of the source and amount of your proposed matching funds.

E. LLEBG PROGRAM GUIDELINES AND CONDITIONS

If LLEBG grant funds are awarded for the program described in this application package, adherence to the LLEBG Program Guidelines and Conditions listed in these forms will be required during the administration of the grant. Signatures provided on these forms should be that of the head of the unit of government, director of the public department or agency, or another person legally authorized to submit and accept grants on behalf of the unit of government or public department.

**F. CERTIFICATION REGARDING DEBARMENT, SUSPENSION
INELIGIBILITY, AND VOLUNTARY EXCLUSION**

A person may be debarred or suspended for any of the causes listed in 28 CFR §67.305 and §67.405. A person who is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. Debarment or suspension of a participant in a program by one Federal agency shall have governmentwide effect. For purposes of this certification, "prospective lower tier participant" shall refer to the subgrantee.

Instructions for Certification:

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification as set out.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible,

or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

ATTACHMENT A

SAMPLE PROGRAM ABSTRACT

1. PROBLEM STATEMENT

The economic conditions in many neighborhoods in the city reflect high rates of crime and drug activity among youth in the community. In recent years, our city economy has been experiencing economic difficulties of increasing magnitude. In 1996, the city census report found that 30% of the youth (ages 1-17) reside in households that are living below the poverty line, a figure that has steadily been rising over the last ten years. Of the youth living below the poverty line, 84% are being raised by a single parent. As economic conditions worsen, our school system has become inadequate to address the problems youth face, not only academically, but socially and emotionally. Both truancy and dropout rates have been rising. Few support systems for youth exist in this hard hit community.

City crime reports for 1995 indicate 60% of the city's misdemeanors were committed by youth under the age of 18. In the past year, the rate of children under 21 arrested for drug possession grew nearly 10%. Between the years of 1993 and 1996, the rate of youth (10- 17 years old) arrested for serious and violent crimes increased from 1.5 per 1000 to 2.4 per 1000; the rate for simple assaults doubled from 3.3 per 1000 to 6.6 per 1000. The Governor's Juvenile Justice Advisory Council Report for 1995 revealed that there are currently 6 known established youth gangs citywide with middle and secondary school age youth involvement. According to some school officials, 25% or more of high schoolers are suspected of involvement in such gangs.

2. PROGRAM DESCRIPTION

In order to fight and deter youth crime, a greater number of community-based support systems must be made available. This program will forge a more effective bridging between the law enforcement agency and the community they serve to create a united community effort focused on the prevention of youth crime. Community organizations will be encouraged and enabled to become more responsible for their own neighborhood's safety. This program will create and support community and neighborhood programs around the city which assist citizens in establishing a community center to provide activities, events, and a safe haven for youth as a deterrence to crime. While targeted on "high risk" youth who have already become involved with local police and courts, the center will also promote safe and appropriate activities which will serve children not yet evidencing poor or illegal behavior. A systematic exchange of information under this program will be facilitated by our agency, so that the jurisdictions receive constant feedback and suggestions on how to modify and improve their program.

3. GOALS, OBJECTIVES, ACTIVITIES & PERFORMANCE MEASURES

Goal 1: Draw upon all available community resources to create a structure for maintaining worthwhile and constructive activities for youth with the aim of providing alternatives to violent or drug-related criminal behavior by community youth.

Objective 1: Create and maintain a community task force

Activities: Convene community religious and civic leaders, teachers, parents, law enforcement officials, and youth members to form a cohesive, diverse, and talented group. This community prevention task force team will be responsible for conducting a needs and resources assessment, developing a comprehensive plan or strategy for establishing an effective community center, and monitoring implementation of the plan. In order to accomplish its goals effectively, the team must meet regularly and will also hold meetings open to the community during which it will report its efforts as well as receive feed-back from the community. The crime prevention plan which the task force develops should integrate resources, groups, and programs already operating in the community such as police vigilance in parks and after-school programs already in place for at-risk youth.

Performance

Measures: 1 - Organizational meeting held within three months
 2 - Charter with purpose and mission statement signed
 3 - Number of task force meetings held per quarter
 4 - Number and type (e.g., homeowners, parents, police officers) of attendees at task force meetings
 5 - Collection of minutes

Objective 2: Identify, establish and promote a community center

Activities: Locate an existing structure in the community that could be used as a community center, such as a church hall or civic center. Provide and maintain resources and materials in the center, such as recreation facilities, books, and art supplies. Identify and coordinate volunteers such as police officers and business persons to be available for guidance and supervision of the activities and act as role models for community youth. Make the community center a known resource for the community by advertising it in the school systems, church youth groups, and other youth organizations and institutions. Take special initiatives targeted at

recruiting those youth already showing signs of drug use, gang activity, or other potential of being violent offenders.

Performance

- Measures:
- 1 - Suitable community center structure located and made available within six months
 - 2 - Number of volunteers recruited
 - 3 - Center opened within eight months
 - 4 - Number of advertisements to public and youth
 - 5 - Average number of youth members using the community center as a resource, by different age groups, per month
 - 6 - Documentation of efforts to involve "at-risk" youth by one-to-one outreach on the street and at popular hang outs

Objective 3: Create and maintain activities for youth

- Activities: Coordinate volunteers to organize a variety of classes, lessons, games, study time, tutoring, and other programs of interest to youth. Realizing that motivating citizens could be a problem in those areas of economic depression most in need of crime prevention programs and that communities that are disconnected pose particular challenges to crime prevention organizers, efforts to gain support will have to be consistently and repeatedly made. Such community support and input will be solicited by holding community meetings, canvassing door-to-door, and assuring that sufficient effort is given to provide community events that would cater to the interests of various ages, groups, cultures, and communities. The program will also be encouraged to have other activities and events that maintain interest and involvement (i.e., award/recognition ceremonies and periodic communication with youth leaders).

Performance

- Measure:
- 1 - Number of continuing and new events and activities scheduled each month
 - 2 - Indicators of continuing community support (e.g., numbers and types of non-youth attendees at activities sponsored by the center)

Objective 4: Promote reduced youth crime and fear of youth crime within the community

- Activities: The program will be expected to measure the perceived effectiveness of their initiatives within the members of the community directly involved with the activities implemented by the task force. For example, the students attending an after-school activity could be asked how the activity is impacting their lives and their options for the future as well as how it may better serve their needs. The residents that live next to a park infested by drug activity could be surveyed as to

whether or not community center activities held in the park affected their fear of crime. The task force can either use members of the task force or of their community or an outside group to conduct the interviews. The groups interviewed and the types of questions asked would be expected to vary among programs funded. The police department would also be asked to provide the task force with crime statistics relevant to youth crime in the target neighborhoods.

Performance

Measures: 1 - Surveys of community and youth group members performed and tabulated
2 - Trends in youth crime statistics for neighborhoods served by the community center

4. REPORTING, MONITORING AND EVALUATION METHODS

This program must:

- * Collect and report statistics and anecdotal data, on a quarterly basis, by which to analyze the effectiveness of the crime prevention strategies proposed and implemented by the community. Documentation of the process will include meeting minutes, newsletters, data analysis, survey results, local crime statistics, and memorandums of understanding. Annual and final reports will include self-assessment ("lessons learned") as well as summaries of the other types of documentation collected.
- * This program is a "high priority" for the city and, as such, it will receive quarterly on-site monitoring visits.
- * The city will create a system so that the different facets of the program may communicate with one another on a regular basis to discuss the successes and obstacles of their respective programs.
- * The data collected for reporting, documentation, and monitoring will also be used for evaluation purposes. This statistical and anecdotal data will be compiled and analyzed across programs for use as the basis for modifying and strengthening individual programs on an ongoing basis, as well as to provide a yearly update on progress in implementing and assessing the program.

STATE OF NEW HAMPSHIRE



DEPARTMENT OF JUSTICE

LOCAL LAW ENFORCEMENT BLOCK GRANT APPLICATION

A. COVER PAGE

- a) Program Title _____
- b) Authorized Purpose Area _____
- c) Grant Starting Date _____ Ending Date _____
- d) Program Implementation Date _____ e) Federal Funds Requested \$ _____
- f) Agency Name _____
- g) Chief Elected Official/Head of Agency
Name _____ Title _____
Telephone Number _____
- h) Program Director
Name _____ Title _____
Address _____
_____ (telephone number)
- i) Fiscal Officer
Name _____ Title _____
Address _____
_____ (telephone number)
- j) Address of centralized location of financial records (if other than fiscal officer).
Address _____

B. APPLICATION NARRATIVE

Please use this form in providing the following information. If the space provided is insufficient, attach supplemental sheets referencing by number, the section of the narrative to which it applies. Please pay careful attention to the instructions and format governing the completion of the Application Narrative, particularly the “Goals, Objectives, Activities, and Performance Measures” section. You may refer to Attachment A of the grant application instructions to assist you with the required format.

1. Problem Statement**2. Program Description**

3. Goals, Objectives, Activities and Performance Measures

4. Reporting, Monitoring and Evaluation Methods

Department of Justice Grant Application

C. BUDGET ITEMIZATION

Project:	Applicant:				
A. PERSONNEL (Job Title)	Annual Salary	LLEBG Allowable%	Federal Funds	Matching Contribution	Total Budget
Subtotals					
SOCIAL SECURITY & OTHER FRINGE BENEFITS (Itemize)					
Subtotals Fringe					
Subtotals, Personnel & Fringe					
B. CONTRACTUAL SERVICES					
Subtotals					
TOTAL					

Department of Justice Grant Application

C. BUDGET ITEMIZATION (CONT'D)

Project:	Applicant:		
C. TRAVEL	Federal Funds	Matching Contribution	Total Budget
Subtotals			
D. FACILITY COST			
Subtotals			
E. OTHER COSTS			
Subtotals			
F. EQUIPMENT PURCHASES (Description, Quantity, Unit Price)			
Subtotals			

6
GRAND TOTALS

Department of Justice Grant Application

D. BUDGET NARRATIVE

Project:

Applicant:

E. LLEBG PROGRAM GUIDELINES AND CONDITIONS

I, the below-named individual, on behalf of the below-named agency (hereinafter referred to as “subgrantee”), am legally authorized to submit and accept grants on behalf of the applicant agency, and hereby certify that the grant program outlined in this application package, if funded by Local Law Enforcement Block Grant (hereinafter referred to as “LLEBG Program”) funds, will adhere to the following guidelines and conditions:

1. The subgrantee assures that it will comply with the regulations, policies, and guidelines to satisfy requirements of the LLEBG Program pursuant to the Omnibus Fiscal Year 1997 Appropriations Act (Public Law 104-208).
2. The subgrantee agrees to adhere to the financial and administrative requirements as set forth in the current edition of the Office of Justice Programs “Financial Guide”.
3. The subgrantee agrees to implement this project within ninety (90) days following the grant implementation date (stated on page 1 of the application) or be subject to automatic cancellation of the grant. Evidence of project implementation must be outlined in the first quarterly federal expenditure report.
4. The subgrantee assures that federal funds received for this grant program will not be used to supplant State and local funds that would otherwise be available for the program’s purpose. The subgrantee further assures that the LLEBG Program grant funds will be expended only for purposes and activities covered by the subgrantee’s approved application.
5. The subgrantee agrees to provide information on the program supported with LLEBG Program grant funds as requested by the United States Department of Justice and the New Hampshire Department of Justice, Grants Management Unit, and to retain grant-related documentation for 3 years after the close of the grant award period.
6. The subgrantee authorizes representatives from the United States Department of Justice and the New Hampshire Department of Justice to access and examine all records, books, papers, and/or documents related to the LLEBG Program grant funds. Further, the subgrantee agrees to submit to performance monitoring visits by the New Hampshire Department of Justice and/or the United States Department of Justice on a periodic basis.
7. The subgrantee agrees to maintain detailed time and attendance records for any and all personnel positions funded with LLEBG Program grant funds.
8. The subgrantee agrees that all LLEBG Program grant funds will be expended on LLEBG Program allowable activities as described in the subgrantee’s application narrative. The subgrantee must obtain prior written approval from the New Hampshire Department of Justice in order to make any changes in program activities, designs, budget plans or the grant ending date which were set forth in the subgrantee’s application.

LLEBG PROGRAM GUIDELINES AND CONDITIONS (Continued)

9. Equipment purchased with LLEBG Program grant funds shall be year 2000 compliant and shall be listed by the subgrantee on the agency inventory. The inventory must include the item description, serial number, cost, location, and percentage of Federal LLEBG Program grant funds.

10. The subgrantee agrees that the title to any equipment purchased with LLEBG Program funds will revert back to the New Hampshire Department of Justice, Grants Management Unit, when it is no longer being used for the LLEBG Program purposes for which it was acquired.

11. The subgrantee agrees to provide for an annual audit of the LLEBG funded program which shall be conducted in accordance with OMB Circular No. A-133 (revised 06/24/97). LLEBG Program funds will only pay its prorated share of the audit. This prorated share is the percentage of the LLEBG Program grant award compared to the total agency budget. A copy of the completed audit report and management letters shall be sent to the New Hampshire Department of Justice, Grants Management Unit, annually. If the subgrantee is not required to perform an audit under the revised version of OMB Circular No. A-133, but an audit is still performed, the subgrantee agrees to provide a copy of said audit and management letters to the New Hampshire Department of Justice, Grants Management Unit.

12. The subgrantee and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789 (d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discriminations, 28 CFR Part 35 and Part 39.

13. The subgrantee assures that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing against the subgrantee on the grounds of race, religion, national origin, sex, age, or disability, a copy of the finding will be submitted to the New Hampshire Department of Justice, Grants Management Unit for forwarding to the Office of Civil Rights for the Office of Justice Programs.

14. The subgrantee agrees to complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Form (I-9). This form is to be used by the subgrantee to verify that persons employed by the subgrantee are eligible to work in the United States.

LLEBG PROGRAM GUIDELINES AND CONDITIONS (Continued)

15. Please provide the names, addresses, titles, and salaries of trustees, officers, executive directors and/or other managing officers of your agency. Also, please provide a letter of support from your Board of Directors, County Commissioner or other agency head of your program.

16. The subgrantee assures that no Federal appropriated funds have been paid or will be paid, by or on behalf of the subgrantee, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the subgrantee shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

17. Payments to subgrantee will be made in a lump sum up-front payment. The subgrantee agrees to establish a trust fund (i.e. an interest bearing account that is specifically designated for his LLEBG Program) in which all payments received under this LLEBG Program will be deposited. Only allowable program expenses can be paid from this account. The subgrantee further agrees to expend the grant amount, interest and match during the grant period.

18. The subgrantee agrees, that if the funds are used for enhancing security in or around schools and/or crime prevention, that the unit of local government will have an adequate process to assess the impact of the program and will provide to the New Hampshire Department of Justice assessment information, when requested, for preparation of the annual assessment report to the US Department of Justice.

19. Grants are funded for the grant award period noted on the grant award document. No guarantee is given or implied of subsequent funding in future years.

20. Repayment of this grant may be required if the subgrantee receives a state or federal forfeiture which exceeds the amount of the grant award.

21. Pursuant to 23 USC §§402, 403 and 29 USC §668, the Subgrantee agrees to encourage on-the-job seat belt policies and programs for their employees and contractors when operating company-owned, rented, or personally owned vehicles.

LLEBG PROGRAM GUIDELINES AND CONDITIONS (Continued)

22. All materials publicizing or resulting from award activities shall contain an acknowledgment of the awarding agency assistance. An acknowledgment of support shall be made through use of the following or comparable footnote: "This project was supported by Award No. _____ awarded by the Bureau of Justice Assistance, Office of Justice Programs and administered through the New Hampshire Department of Justice."

23. Any publications (written, visual or sound), whether published through Federal grant funds or matching funds, shall contain the following statements: "This project was supported by Grant No. _____ awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."

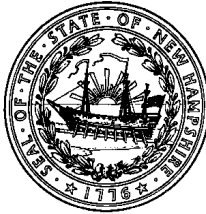
Name and Title of Authorized Representative

Signature

Date

Name and Address of Agency

DEPARTMENT OF JUSTICE
STATE OF NEW HAMPSHIRE



CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR §67.510, Participants' responsibilities. The intent of this Order was to ensure that no recipient of federal funds had been restricted from conducting business with the federal government due to any of the causes listed in 28 CFR §67.305 and 28 CFR §67.405.

By signing this document, you are certifying that neither your agency, nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any transaction by any Federal department or agency.

If you are unable to sign this certification, you must attach an explanation to this certification.

Name and Title of Authorized Representative

Signature

Date

Name and Address of Agency

APPLICATION CHECKLIST

Please be sure that the following sections are completed and returned with your LLEBG grant application. Please include a completed copy of this checklist in your application.

- ____ **A. COVER PAGE**
- ____ **B. APPLICATION NARRATIVE**
(with additional sheets if necessary)
- ____ **C. BUDGET ITEMIZATION**
- ____ **D. BUDGET NARRATIVE**
- ____ **E. SIGNED LLEBG PROGRAM GUIDELINES AND CONDITIONS**
- ____ **F. SIGNED CERTIFICATION REGARDING DEBARMENT,
SUSPENSION INELIGIBILITY, AND VOLUNTARY
EXCLUSION**
- ____ **G. APPLICATION CHECKLIST**